



Payday is September 30, 2020

*Reminder- Check your Filled Positions report to ensure the employees listed are working at your site with the correct FTE. Please contact your payroll specialist if you have questions!*

### **September Monthly Payroll Deadline**

The deadline for entering absences and positive pay hours for the September 30, 2020 monthly payroll is **September 16** at 5:00 p.m. Positive pay hours that do not make this deadline will be paid on October 9. Absences that do not make this deadline will be reflected on the next salaried paycheck issued to the employee.

#### **PLEASE MARK YOUR CALENDARS WITH THIS INFORMATION!**

REMEMBER: **Do not wait to enter absences and positive pay hours until the day of the deadline.** Please do time entry daily or once a week. Posting of time after the deadline can create a delayed paycheck for the employee and manual intervention by payroll. Only hours already worked may be reported and paid on any given payroll. Please do not report positive hours for time that the employee has not yet worked.

### **October Hourly Payroll Deadline**

The deadline to enter positive pay hours for the October 9 payday is October 1 at 5:00 p.m.

### **September Holiday**

There is one holiday in September – Labor Day on September 7. Do not report employee absences on that day! This is a **PAID** holiday for classified employees and a non-work day for certificated employees and should be left blank on the timesheet unless an employee works on that day and is eligible for regular time, extra time, or overtime.

### **Longevity Pay for OTBS, Paraeducators and Confidential Employees**

Longevity stipends for eligible employees in the OTBS and PARA bargaining units and longevity stipends for eligible Confidential employees will pay on the September 30 payroll.

### **Employees No Longer at Your Site**

**If on September 30 you receive a pay stub or paycheck and the employee is no longer at your site, please call your payroll specialist before mailing the check to the employee. The payroll specialist will verify if the check is valid, and if so, will instruct you to mail the check to the employee. If it is not valid, you will be asked to send the paycheck or pay stub back to Payroll. It is very important to call Payroll immediately with this information.**

### **SDEA Retired Visiting Teachers**

When an SDEA retired unit member returns to perform visiting teacher services, in most cases they are paid according to the visiting teacher rates.

If one of these retirees returns to perform the full range of duties associated with duties previously assigned to them as regular unit members (i.e. filling a vacancy to open a new school year, must have the credential associated with the position, does lesson planning, grading, assessing students, meeting with parents, student discipline, etc.) the SDEA Collective Bargaining Agreement, Appendix D, Section 7.01 requires they be paid at their pro-rata rate of pay. A separate job record has been established for these types of employees that should be used by sites to report PRO in these cases. Hours from SAMS will populate to the Time Sheet as visiting teacher. These rows should be deleted from the visiting teacher record and PRO reported on the record associated with pro-rata.

Please check with your principal and/or your Human Resources Officer if you have questions about full range of duties.

### **Visiting Teachers**

Visiting teachers are credentialed unit members employed to work in the absence of a regular contract unit member. They cannot be used for extra help, testing, or any type of pull-out support. A visiting teacher who has retired from the district can perform non-classroom duties.

A visiting teacher assigned to replace a part-time teacher or a full-time teacher who is absent for only part of the day may be required to render and shall be compensated for a full day's service.

Certificated substitutes are paid the long term rate starting on the 6<sup>th</sup> day of a teaching assignment. On the 6<sup>th</sup> day, change the reason code to the long term reason in SAMS/Smartfind Express. If you do not change it on the sixth day, you will need to go into Time and Labor to update the time reporting code and you will need to contact the substitute help desk and have them change the reason to "Long Term".

### **Time and Labor WorkCenter**

The "Time and Labor WorkCenter" is available in PeopleSoft HCM! This WorkCenter exists to help Timekeepers easily access all tools necessary to perform their Timekeeper-related tasks; including the timesheet, PeopleSoft HCM reports and queries, and other PeopleSoft HCM links. The WorkCenter also includes links to job aids, payroll forms, and more. To navigate to the Time and Labor WorkCenter, click Main Menu > Manager Self Service > Time Management > Time and Labor WorkCenter. For more information, please see the PeopleSoft HCM Time and Labor WorkCenter job aid.

### **Sick Leave and Absence Reporting**

Absences may be reported based upon a phone call, an email, or the SAMS report in order for the absences to be reported right away and reflect on the correct payroll. However, the absence form must still be obtained as it includes both the administrator and employee's signatures authorizing the leave.

If an employee has not returned to work and was absent due to illness at the end of last school year, please remember to continue to report sick leave absences on the timesheet. If you do not report the employee as absent, then it appears as if they have returned to work. If the employee has returned to work, please place a note in the comments section of the timesheet on the last day that they were marked absent indicating their date of return. The comments field on the timesheet is the most underutilized tool in the timekeeping process and is a great way of communicating with payroll staff as well as having notes for yourself! If you have questions regarding this, please contact your payroll specialist.



**Release to Resume Normal Duties**

**Remember, clearance is required after an absence of 30 or more consecutive calendar days.** The [form](#) must be submitted to Human Resources at least 3 work days prior to the date of intended return. Please do not let the employee return without turning in a release form. Should they show up at the site, you may direct them to the Human Resources Department where they can turn in their release form and receive direction at that time. If you have questions regarding any of the above, please call your payroll specialist.

**Verify SAMS Jobs**

Please remember to verify on the SAMS system that substitutes (certificated and classified) assigned to your location actually showed up and worked the assigned jobs. Substitutes will not be paid unless the jobs they worked have been verified in SAMS. You must verify jobs in SAMS for those that have worked the assignment no later than the day before the timekeeper cut-off for each payroll period. It is recommended that you take a few moments each day to verify the previous day's jobs. If you have any questions regarding this, please contact a SAMS Operator at (619)725-8090 or [subhelp@sandi.net](mailto:subhelp@sandi.net).

**Payroll Reconciliation/Audit Reports Chart**

Please make sure reporting tools are being used to both reconcile payroll transactions prior to the payroll deadline for each payroll, and then for auditing those transactions after the payroll closes. There are official audit documents that must be produced, reviewed and signed by administrators/managers for each of the two payrolls produced each month. There is a new tool called the Payroll Reconciliation/Auditing Reports Chart. This chart provides an overview of each of these reporting tools that must be run each month. It highlights what needs to be signed and what needs to be retained and a brief "How to" column that gives you some pointers on using that tool.

The chart is located on the staff portal, Payroll, Timekeeper Resources.  
<https://www.sandi.net/staff/payroll/timekeepers-payroll-resources>

San Diego Unified SCHOOL DISTRICT		PAYROLL DEPARTMENT					
		PAYROLL RECONCILIATION/AUDIT REPORTS CHART					
Report Title	Report Description	Navigation	When to Run	How to Use	Signature Required?	Retain as Official Audit Record?	
Manager's Monthly Checklist	This is a monthly payroll checklist for Site Administrators/Managers to verify completion of Payroll audits.	Found on the Staff Portal, Payroll web page under "Payroll Tools for	Include with Official Audit Records for each calendar month.	Use to review what is reconciliation and auditing is required each month and assure monthly payroll reconciliation/auditing is being	Yes	Yes	
Site Account Code Charges	This report will produce transactions that are for your site but being charged against another site's account. This is time that has not yet paid.	>Time and Labor >Reports >Site Account Charges	Run prior to each Payroll time reporting deadline for your records, and weekly for maintenance.	Monitor time reported that is being charged to another site that should be charged to your site. Allows time to make corrections to account codes being reported that are erroneous prior to the time keeping deadline.	Yes	Yes	
Cross-Site Account Code Charges	This report will produce transactions that are being reported by another site but is using your site's account code to charge against. This is time that has not yet paid.	>Time and Labor >Reports >Cross-Site Account Charges	Run prior to each Payroll time reporting deadline for your records, and weekly for maintenance.	Monitor time reported by another site that is erroneously being charged to your site's account code. Allows time to make corrections to account codes being reported that are erroneous prior to the time keeping deadline.	Yes	Yes	
Audit Reported to Paid Time Report (Official Audit Report of finalized payroll transactions )	This report produces hours and leave reported in Time and Labor and the corresponding earnings paid for each employee at your site on an individual payroll. This time has already been	>Payroll for North America >US Quarterly Processing >Audit Paid to	Run on or around the 10th and the 20th of each month.	Use this report to closely audit all earnings, leave and account codes reported and paid for your site for each pay cycle.	Yes	Yes	

(Sample)



### **September Resignations and Leaves of Absence**

Please notify your payroll specialist as soon as possible if you have an employee that is resigning or going on a leave of absence effective this month. **Remember to also do a termination or leave of absence PAR.**

Run your Filled Positions Report to verify the list of current employees at your location (*Workforce Administration > Workforce Reports > Filled Positions*). If an employee is listed that you know is not at your site, please call or email your payroll specialist. If an employee does not appear on the list and should appear, please call or email your payroll specialist.

We need your help in monitoring this report as it will ensure each employee is paid correctly

### **Payroll Phone List**

The phone list can be found on our website [www.sandi.net](http://www.sandi.net) > *Staff Portal > Departments > Payroll > Payroll Contacts*. Please post at your site for easy reference for our employees.

***Please contact your payroll specialist if you have any questions.  
Do not respond to this email as it is informational only.***

***Have a great year!***

***SDUSD Payroll***